

# **Executive Secretary I (FSM Department of Education) Pohnpei [closing date: February 6, 2026]**

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

## **POSITION AND SALARY:**

### **Executive Secretary I**

PL-24/1

\$507.63 B/W + \$40.00 COLA = \$547.63

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

## **LOCATION:**

Department of Education  
FSM National Government  
Pohnpei, FSM 96941

## **DUTIES (ILLUSTRATION ONLY):**

Prepare, format, and distribute officials' correspondence, reports, and meeting minutes; Maintain organized filing systems for both digital and physical records; Manage calendars, schedule meetings, and coordinate logistics for division events; Serve as liaison for internal and external communications, perform other duties as assigned.

## **Qualification Requirements:**

Graduation from a High school with a diploma or equivalent; associate degree or higher preferred. At least two (2) years of clerical or administrative support experience; Demonstrated ability to manage office tasks such as filing, scheduling, and correspondence; Basic proficiency with office software (e.g., Microsoft Word, Excel, Email systems).

*Secure Application Forms From and Return to FSM National Government Personnel Office*

*or send your application, resume, along with other credentials to the below email address:*

*personnel@personnel.gov.fm*